



CITY OF SAN BRUNO
Request for Proposal
Cover Sheet

SUBMIT BID TO:	FOR FURTHER INFORMATION CONTACT:
San Bruno Police Department 1177 Huntington Avenue San Bruno, CA 94066	Commander Matt Campi (650) 616-7100 mcampi@sanbruno.ca.gov

RFP NO.:	DATE MAILED:	DELIVERY DUE DATE:
RLPE 1	January 20, 2009	February 17, 2009

RED LIGHT PHOTO ENFORCEMENT

Notice to Bidders

The bidder shall complete and submit proposal to the City of San Bruno with this cover sheet. Proposal **must not exceed** 45 pages; single sided, including this cover sheet. Bidder must submit **5 copies** of the proposal and supporting materials – original plus 4 copies. Sealed proposal, subject to the conditions and specifications herein for the **Red Light Photo Enforcement** information package, should be addressed to the San Bruno Police Department and received by the Police Department, 1177 Huntington Ave., San Bruno, CA. 94066 no later than 5:00 p.m. on February 17, 2009.

Bidder's Information

Company Name: _____
Address: _____
Contact Person: _____
Title: _____
Phone Number: _____

Pricing Summary: Please ensure all aspects of Section 2.2.3 are answered.

1 Intersection with 2 approaches \$ _____
2 Intersections with 2 approaches \$ _____
3 Intersections with 2 approaches \$ _____
4 Intersections with 2 approaches \$ _____
5 Intersections with 2 approaches \$ _____

Additional Information: Please highlight additional main features below:

Bidder's Initial: _____

Red Light Photo Enforcement

RFP No.: RLPE 1

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All bidders must submit with their proposal with sufficient literature to show compliance with specifications. Any deviations from specifications must be clearly indicated in writing at the time the proposal is submitted.

The right is reserved, as the best interest of the City may require, to reject any or to waive any informality or minor irregularity in the bids.

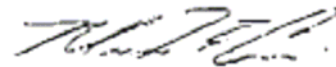
Any proposal may be withdrawn at any time prior to the time fixed in the public notice for the opening of proposals only by written request for the withdrawal of the proposals filed with the San Bruno Police Department. The bidder or his duly authorized representative shall execute the request. The withdrawal of a proposal does not prejudice the right of the bidder to file a new bid. Whether or not proposals are opened exactly at the time fixed in the public notice for opening bids, a proposal will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of proposals.

As stated in Public Contract code Sections 5100 to 5108, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his proposal, the bidder shall give the Commander in-charge, written notice within five (5) days after the opening of the proposal of the alleged mistake, specifying in the notice in detail how the mistake occurred.

More than one proposal from an individual, firm, partnership, corporation, or combination thereof under the same or different names will **not** be considered. Reasonable grounds for believing that any individual, firm, partnership, corporation or combination thereof is interested in more than one proposal for the work contemplated may cause the rejection of all proposals in which such individual, firm, partnership, corporation or combination thereof is interested. If there is reason for believing that collusion exists among the bidders, any or all proposals may be rejected.

RFP packages may be picked up from the City Clerk, 567 El Camino Real, San Bruno, CA 94066, at no charge, or on the web at http://www.sanbruno.ca.gov/finance_main.html under **Bidding Opportunities**.

If the contract documents need to be changed before the contract is awarded, an addendum will be issued by the City, and made a part of the contract documents. Specifications and other documents may be changed, by written change order to the purchase order, after the contract has been awarded. The cost or credit to the City for each change order shall be determined by an amount agreed upon by the City and the successful bidder.



Commander Matt Campi
Field Services Division

Bidder Information

Firm Name: _____

Telephone: _____

Firm Address: _____

Facsimile: _____

Bid Prepared By: _____

Title: _____

Signature: _____

RFP Checklist

- ___ Completed cover sheet, with signature on pg 2 and initial on the bottom of pg 1.
- ___ Completed Vendor Questionnaire
- ___ Included written response to all specifications stated in
 - ___ Section 2.2.2: Proposal Response
 - ___ Section 2.2.3: Pricing (detail information with summary on cover sheet)
 - ___ Section 2.2.4: Statement of Cost Neutrality
 - ___ Section 2.2.5: Bidder's Project History
 - ___ Section 2.2.6: Bidder's Project Reference
- ___ Proposal: 5 – 1 original and 4 copies
 - 1 email attachment (optional)

REQUEST FOR PROPOSAL

RED LIGHT PHOTO ENFORCEMENT

CITY OF SAN BRUNO

January 20, 2009

Submittals Due:
Tuesday, February 17, 2009 5:00 PM

Contact:

Commander Matt Campi
(650) 616-7100
Field Services Division
San Bruno Police Department
1177 Huntington Ave
San Bruno, CA 94066

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SECTION 1 General Information

1.1 Abstract

The City of San Bruno (the City) is currently seeking a vendor for a photo red light camera enforcement system. This system must meet all requirements listed below in "Section 2: Proposal Requirements." No such system has ever been installed or used in the City of San Bruno.

The City anticipates issuing a three (3) year lease and contract. At the end of the contract period, the City, at its option, may extend the lease and contract in one (1) year increments, or any portion thereof, up to an additional two (2) years.

1.2 Contact Information

All inquiries and submissions concerning this Request for Proposal are to be directed to Commander Matt Campi, Field Services Division, San Bruno Police Department via any of the means listed below:

Mailing Address: San Bruno Police Department
Commander Matt Campi
1177 Huntington Ave.
San Bruno, CA 94066

Telephone: (650) 616-7100
Email: mcampi@sanbruno.ca.gov

1.3 Pertinent Dates

In the interest of progressing with this project as quickly as is reasonable, the following dates, listed below, will apply. These dates are subject to change, and prospective vendors will be notified if any changes occur.

Release of RFP by the CityJanuary 20, 2009
Vendor Acknowledgement of Receipt of RFP due.....February 2, 2009
Deadline for Vendor Submission of ProposalFebruary 17, 2009

SECTION 2 Proposal Requirements

2.1 Requisites

All proposal information should be contained in the written material submitted by the prospective vendor. The proposal should be prepared in the format described in Section 2.2 of this document. If a proposal does not contain requested information, it will be assumed that the prospective vendor is unable to satisfy the requirements listed in this request for proposal.

All hardware, software, peripherals, and related components included in the proposal must currently be in use in a customer-operating environment. This requirement is stated to insure that any and all equipment has been fully tested and accepted for use in a production capacity.

2.2 Proposal Format and Organization

Vendor responses to this Request for Proposal must be in compliance with the following format. Omission of key components, or deviation of this format may result in disqualification from the proposal process. This format is defined to allow for a fair comparison of all vendor proposals, and therefore an equitable analysis and subsequent vendor selection by the City.

2.2.1 Cover Letter

The Cover Letter shall be one page and shall highlight the main features of the vendor's proposal.

2.2.2 Proposal Response

The Evaluation Committee as described in Section 5 below will review elements of this RFP. Please note that brief, concise responses to the items listed in Sections 3 and 4 of this RFP are strongly preferred. Proposals should not exceed 45 pages single sided. There is no premium, and there may be a discount, for proposals that are long and wordy. Also, there is no premium for fancy, multicolor bindings.

The City will consider supplemental brochures and materials that will assist the City in evaluation; vendors should use their judgment on attachments and appendixes providing additional information.

The vendor should submit an original plus four (4) copies of the proposal and any supporting materials.

The vendor has full responsibility to ensure the proposal arrives to Commander Matt Campi at the San Bruno Police Department, within the deadline set out in Section 1 of this RFP. The City assumes no responsibility for delays caused by the US Post Office or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the date due. Proposals arriving after the deadline may be returned, unopened, to the vendor, or may simply be declared non-responsive and not subject to evaluation, at the sole determination of Commander Campi.

An official authorized to legally bind the vendor shall sign RFP responses.

2.2.3 Pricing

The City of San Bruno requires prospective vendors to submit financial proposals to include incremental cost options from one (1) intersection with two (2) approaches up to five (5) intersections with two (2) approaches each. Each approach is considered to be four (4) lanes of travel in one direction. Include in your price proposal all equipment, services, training and maintenance for a full turn-key program.

Please provide the pricing information in a separate envelope and or attachment marked PRICING.

2.2.4 Statement of Cost Neutrality

The City of San Bruno requires all vendor proposals to guarantee cost neutrality. This guarantee must provide that revenues from the citations will equal or exceed the cost of the vendor's monthly service fees. The vendor must further provide that in the event the monthly revenue does not meet or exceed the vendor's monthly fees, the vendor will absorb the difference in cost including the cost of a .5 FTE staff to manage and supervise the system. Furthermore, the vendor must guarantee that there will be no start-up costs to the City of San Bruno. This guarantee must be clearly outlined in the vendor's proposal. Any compensation paid to the vendor can only be based on the value of the equipment and/or services provided and – per California Vehicle Code Section 21455.5(g)(1) – cannot be based on a percentage of the revenue generated or number of citations issued.

2.2.5 Summary Commentary of Vendor Capabilities

The City's selection process will place strong emphasis on the capability of the vendor to provide excellent service with respect to the procurement, support, and maintenance of the proposed system. Evaluation of this capability will be based on the prospective vendor's experience with respect to the proposed system, as well as the financial stability of the vendor.

In this commentary, the prospective vendor should provide a description of the number of similar red light photo systems installed over the prior three years, as well as a description of the vendor's support team associated with the support and administration of these systems. This description should include details such as the number of certified employees as well as collective years of experience with the proposed system following certification.

With respect to financial stability, the prospective vendor must demonstrate that its financial condition is strong enough to reasonably assure continued operation and the ability to successfully support the proposed system. Lack of financial strength, or inability or unwillingness to provide binding information attesting to financial stability will be grounds for eliminating the prospective vendor from consideration.

The "Vendor Questionnaire" form MUST be completed and submitted to provide an appropriate response to this area. (The questionnaire is located at the end of this RFP)

2.2.6 Detailed List of Vendor References

The vendor must provide references from three (3) other cities, counties, states, or provinces to document successful deployment of vendor's proposed digital red light camera enforcement solution. The references must be operating a fully outsourced program using the same

equipment and technology proposed herein. At least one reference must be from a city of a similar size to the City of San Bruno. Vendors shall provide points of contact for each reference, together with the number of red light photo enforcement approaches deployed with the high-resolution digital camera technology.

2.3 Proposal Notes

With respect to confidentiality and convenience, the following notes apply;

- A. The prospective vendor may choose to submit a copy of the proposal in electronic format, via an e-mail attachment. The format of choice is Microsoft Word, but the proposal may also be submitted in Adobe Acrobat format. This electronic submission would be in addition to the directive contained in Section 2.2.2: Proposal Response.
- B. Any electronic communication will be acknowledged as soon as the City receives it. Any hard-copy information, to include the proposal submission, will be acknowledged via telephone.
- C. Any and all communications between the prospective vendor and the City will be kept strictly confidential with respect to other prospective vendors.

SECTION 3 System Requirements

3.1 Basic System Requirements

The basic requirements of the proposed system are that the vendor must install and maintain a red light photo system that includes performance of all of the following:

- A. Assistance with intersection selection, including establishment of baseline counts of red light violations at an initial set of five (5) candidate approaches. When combined with ongoing statistical monitoring, as detailed below, these baseline data should enable the City to gauge the impact of automated traffic safety camera enforcement.
- B. Site design, installation, maintenance and operation of automated camera systems at all selected intersections.
- C. Processing of data prior to providing access to chargeable violations via secure Web site to the Police Department for review and authorization of citations by electronic signature for those events that meet specified criteria.
- D. Initial mailing of duly authorized citations to registered vehicle owners for payment, as well as electronic filing of notices with the San Mateo County Superior Court.
- E. Maintenance of an on-line Internet viewing capability for use by Police, Court personnel and members of the public who receive violations in the mail.
- F. Provision of expert testimony at contested Court hearings until judicial notice is taken.
- G. Assistance with development of a public information and community outreach campaign.
- H. Provision of regular statistical reports of program operations
- I. Training City staff involved in implementation of the program.

- J. Must have the ability to acquire vehicle registration information from the California Department of Motor Vehicles and provide such information to the San Bruno Police Department in accordance with State law.

If any of the above is not clearly articulated in the proposal, such proposal will be disregarded.

3.2 System Criteria

The below are criteria upon which the vendor shall be judged. The evaluation criteria and weight are provided in Section 5: Evaluation Process.

3.2.1 Environmental Impact

The City of San Bruno prefers systems that utilize existing structures or minimally obtrusive new poles to minimize impacts to curbside and streetscapes. Describe the ways in which your system minimizes its overall “intrusion” into the physical environment at and near selected intersections, and where your proposed system makes use of existing infrastructure. Please provide a detailed list and description of all equipment deployed, together with physical dimensions for a single monitored approach of six traffic lanes. Attach photos of all required equipment from an existing active six lane intersection approach. Photos must include all poles, cabinets, housings and flash units that make up the entire system.

3.2.2 Digital Photography

The following will be considered:

- A. Quality of still digital photography. The sharpness and clarity of the digital still photos will be judged. Samples of digital still photography must be provided that demonstrate:
- 1) Daytime – fair conditions
 - 2) Daytime – rain or fog
 - 3) Nighttime – fair conditions
 - 4) Nighttime – rain or fog
- B. Quality of video digital photography. The sharpness and clarity of the digital video photos will be judged. Samples of digital video photography must be provided that demonstrate:
- 1) Daytime – fair conditions
 - 2) Daytime – rain or fog
 - 3) Nighttime – fair conditions
 - 4) Nighttime – rain or fog
- C. The ability to provide high resolution digital photography of the following images of the violation event:
- 1) The first image shall clearly show the scene, including the red signal and a clear view of the vehicle with its front tires in front of the limit line, prior to committing a violation
 - 2) The second image shall clearly show the scene, including the red signal and a clear view of the vehicle inside the intersection while the traffic signal is still red
 - 3) The license plate number and details must be clearly visible in one of photos 1 or 2

- 4) A clear photo of the driver of the vehicle
- D. The ability to provide secure storage and transmission of all camera photos and accompanying video sequences. Vendors will provide brief descriptions of their approach to maintaining security of evidence.
- K. The City of San Bruno wants systems with higher prosecutable image capture rates. The vendor should provide a detailed breakdown from showing its proposed system's prosecutable image capture rate based on the last six months of operation from a reference jurisdiction most similar in size and weather pattern. The data must reflect the results from cameras and systems, which are identical to the systems being proposed herein. Please calculate the capture both BEFORE and AFTER removal of so-called controllable and non-controllable event losses.

3.2.3 Detection Technology

Vendors must utilize a range of detection technologies, such as, but not limited to, standard embedded sensors and standard video loop technology. Vendors will provide brief descriptions of their proposed detection technologies. Vendors will also provide the names of three active cities where each detection technology is in use.

3.2.4 Processing System

The vendor must be able to provide a robust, fully Web-enabled and fully secure citation processing system that includes data processing, initial screening of data, prompt delivery of data to the San Bruno Police Department for violation review and citation authorization, citation mailing, bad address notification, electronic data transfer to the San Mateo County Superior Court, and maintenance of secure Internet-based violation viewing capability. The San Mateo County Superior Court will provide payment processing and collection functions. However, the vendor may propose to provide an alternative payment processing option.

- A. The vendor must be able to provide the San Mateo County Superior Court with electronic data uploads compatible with the San Mateo County Superior Court's computer system. Vendors shall briefly describe their approach to meeting this requirement.
- B. The vendor must be able to provide a secure, Internet-based website viewing capability to members of the public who receive mailed citations and in support of Police and Court operations. Vendors shall certify their ability and experience in meeting this requirement.

3.2.5 Project Timeline

The City requires vendors to address how long after contract signing it will take to have their systems completely operational at the first intersection.

3.2.6 Multiple Lane Capabilities per Approach

Describe the system's ability to accurately capture violations at approaches with three to four lanes in one direction including possible left and right turning lanes.

3.2.7 Photo Flash

The City prefers low wattage systems that minimize direct and off-site flash effects. Please specify the wattage and associated flash characteristics of your system. If floodlights are used, the vendor should describe what the duration is during a violation sequence.

3.2.8 Area View

The City strongly prefers systems that provide, in addition to clear photos of the violating vehicle and license plate, a broader view of the context in which the violation occurs (that is, video showing the vehicles in front, behind, and alongside the violator vehicle).

SECTION 4 Vendor Requirements

4.1 Site Survey

The successful vendor will work with the City of San Bruno to determine an initial list five (5) candidate approaches, chosen in part based on quantitative assessment of the frequency of red light violations and collisions. As part of this process, vendors will develop baseline data for each candidate intersection by monitoring the frequency of red light violations. These data will support both intersection and approach selection and will serve as baseline information for project evaluation purposes.

4.2 Camera Sighting and Installation

From the intersections selected, the successful vendor will deploy red light enforcement equipment meeting or exceeding the minimum standards specified above. Working with the San Bruno Police Department, other Departments of the City of San Bruno, and the California Department of Transportation (“CalTrans”), the successful vendor will be responsible for all permit acquisition, site design, construction, installation and maintenance of the equipment. The City will provide signage for approaches. Telecommunications and all other equipment will be the responsibility of the vendor.

4.3 Service and Maintenance

The servicing and maintenance of red light camera enforcement equipment will be the exclusive responsibility of the vendor. Initial response to any equipment malfunctions, to include graffiti damage, will normally occur within a 24-hour period; repairs will normally be accomplished within a 72-hour period. Explain how you will ensure that these availability requirements will be achieved.

4.4 Violation Screening and Citation Development

The successful vendor will work with the Police Department to determine in detail the elements that will constitute evidence of a red light violation, and with the Police Department and San Mateo County Superior Court to determine the contents of the citation that will be mailed to registered vehicle owners. Vendor shall describe its understanding of citation issuance under state statutes and laws.

4.5 Citation Processing

The successful vendor will be expected to provide citation processing in compliance with State statutes per 3.2.4 above.

4.6 Statistical Reporting

In support of the City’s project evaluation activities, the successful vendor will provide monthly a summary program metrics to the City that will include, at a minimum, the following:

- A. The number of events recorded, by intersection approach and in total.
- B. The number of events not billable, including a breakout of controllable and not-controllable events lost, by intersection approach and in total.
- C. The number of events forwarded to police.
- D. The number of citations authorized and mailed, by month of issuance.
- E. The number of citations returned as undeliverable.

4.7 Other Services

Other services to be provided by the successful vendor will include:

- A. Provision of expert testimony at contested Court hearings until judicial notice is taken.
- B. Assistance with development of a public information and outreach campaign.
- C. Training City staff.

The City will negotiate with the selected vendor to determine which combination of terms and services will ultimately be included in the maintenance agreement.

SECTION 5 Evaluation Process

5.1 Proposal Evaluation

An Evaluation Committee comprised of, but not limited to, members of the San Bruno Police Department, Department of Public Works, and other City Departments and Public Agencies will review the proposals. The adequacy of the proposal and the reasonableness of the proposed costs will determine which vendors, if any, will be placed on a list for further consideration or which vendor will be recommended. Vendors placed on the list may be scheduled for a pre-award oral presentation and interview for further consideration.

Vendor's Name: _____

INSTRUCTIONS: This is a mandatory response. You must submit this form to the City with your bid or proposal. Provide the requested information. Sign, date, and submit this form with your submittal. If response is incomplete or the City requires further description, the City may require Vendor to provide such information within a mandatory due date or may determine the missing information is immaterial to award.

Vendor Information	
Vendor's Legal Name and dba if applicable	
Mailing Address	
Contact Person and Title	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
San Bruno Business License Number	
State UBI Number	
Federal TIN or EIN Number	

How Did Your Firm Learn About This Solicitation?	Check all that apply
City of San Bruno Web Site	<input type="checkbox"/>
The City's Buyer sent it to me directly	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Ownership	Specify yes or no. If yes, explain.
Is your firm a subsidiary, parent, holding company, or affiliate of another firm?	

Financial Resources and Responsibility	Specify yes or no. If yes, explain.
Within the previous five years has your firm been the debtor of a bankruptcy?	
Is your firm in the process of or in negotiations toward being sold?	
Within the previous five years has your firm been debarred from contracting with any local, state, or federal governmental agency?	
Within the previous five years has your firm been determined to be a non-responsible bidder or proposer for any government contract?	
Within the previous five years has a governmental or private entity terminated your firm's contract prior to contract completion?	
Within the previous five years has your firm used any subcontractor to perform work on a government contract when that subcontractor had been debarred by a governmental agency?	

Affirmative Contracting –	Specify yes or no. If yes, explain.
Within the previous five years has your firm been found to have violated any local, state, or federal anti-discrimination laws or regulations?	

Vendor's Name: _____

Disputes	Specify yes or no. If yes, explain.
Within the previous five years has your firm been the defendant in court on a matter related to any of the following issues: <ul style="list-style-type: none"> • Payment to subcontractors? • Work performance on a contract? 	
Does your firm have outstanding judgments pending against it?	
Within the previous five years has your firm been assessed liquidated damages on a contract?	
Has your firm received notice of and/or in litigation about patent infringement for the product and/or service that your firm is offering to the City?	

Compliance	Specify yes or no. If yes, explain.
Within the previous five years, has your firm or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations enforced or administered by a government entity? This does not include owners of stock in your firm if your firm is a publicly traded corporation.	
If a license is required to perform the services sought by this solicitation, within the previous five years has your firm had a license suspended by a licensing agency or been found to have violated licensing laws?	

Business Integrity	Specify yes or no. If yes, explain.
Is a governmental entity or public utility currently investigating your firm for false claims or material misrepresentations?	
Within the previous five years has a governmental entity or public utility determined your firm made a false claim or material misrepresentation?	
Within the previous five years has your firm or any of its owners or officers been convicted of a crime involving the bidding on a government contract, the awarding of a government contract, the performance of a government contract, or of a crime of fraud, theft, embezzlement, perjury, bribery? For this question, the term "owner" does not include those who own stock in a publicly traded corporation.	

Involvement by Current and Former City Employees	Specify yes or no. If yes, explain.
Are any of your firm's officers or employees also a current officer or employee of the City of San Bruno?	
Has any such officer or employee the City of San Bruno left City services within the past most recent year?	

Vendor's Name: _____

The undersigned hereby certifies that the Vendor:
Read the City's Solicitation and all its addenda, and to the best of his/her knowledge has complied with the mandatory requirements stated herein;
Has had opportunity to ask questions regarding the Solicitation, and that the questions asked have been answered by the City;
Vendor's Offer is valid until the date the City awards a Vendor Contract or rejects all offers;
That all information provided within the Vendor's Offer, including but not limited to the information provided in response to this Vendor Questionnaire, is true and correct to the best of his/her knowledge;
That Vendor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive pricing in the preparation and submission of its Offer to the City of San Bruno;
That Vendor fully understands the character of the goods to be provided and/or services to be performed, the manner in which payment is to be made, and the terms and conditions of the draft Vendor Contract and the Solicitation. The Vendor hereby offers to provide the goods and/or perform the services within the time required, upon the terms and conditions provided in the draft Vendor Contract and the Solicitation without exception, and at the prices offered.
That the person signing below has the authority to legally bind the Vendor.

Dated this _____ day of _____, 2009

Signature

Title